



# MEMORANDUM

## City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Special Use Permit – 918 Mill Street

DATE: February 24, 2011

**Request:** Special Use Permit Approval to allow the construction of 200 multifamily residential units located at 918 Mill Street, Parcels Number 3-14-101.100, 3-14-101.200, 3-14-105.100 and 3-14-105.200.

**Applicant:** Ryan G. Churchill, Project Engineer of GYMO, P.C. on behalf of Norstar Development USA, L.P.

**Proposed Use:** Multifamily Residential.

**Property Owner:** Creekwood I LLC and Seaway Acquisition Company LLC.

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### Submitted:

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8 ½" x 11" Copy of Parcel Map: Yes

A Sketch of the Site to Scale: Yes

Completed Part I of an  
Environmental Assessment Form: Yes

SEQRA: Unlisted Action

County Planning Board Review Required: Yes

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**Comments:** The applicant is proposing the construction of 200 multifamily housing units known as the Creekwood Housing Project on property located at 918 Mill Street. A Special Use Permit and Site Plan was considered and approved by the Planning Board and City Council for this project in 2008. More than one year has passed since the Special Use Permit approval was granted so it has expired. After some delays, the developer is expecting to have all of the financing soon and has made another application for a Special Use Permit.

The parcels are currently zoned Neighborhood Business. Multifamily residences are permitted within this zoning district upon special approval of the City Council. Special Use Permits require City Council approval after a recommendation from the Planning Board and a Public Hearing. The procedure is outlined in Section 310.67 of the Zoning Ordinance. The standards are in Section 310-52.3.

The original Special Use Permit approval was granted as requested and the Planning Board and City Council did not require any conditions on the approval. At the time though, the developer indicated that both phases of the project would be constructed at the same time. It is likely now that only Phase I will be built and Phase II will be built at some future date. The approved site plan has two points of vehicle access, but one is in Phase I and the other is in Phase II. Therefore, this approval should be conditioned on providing the two points of vehicle access if only Phase I is built.

**SEQR:** The application is an Unlisted Action pursuant to the State Environmental Quality Review Act (SEQR). However, we anticipate that the New York State Homes and Community Renewal, a project funding agency, will require a coordinated review for SEQR, so we have initiated that process with the various involved agencies. Part I of the Full Environmental Assessment Form has been completed and submitted as part of the application.

**239m Review:** This action requires Jefferson County Planning Board review pursuant to General Municipal Law Section 239m. We have received a letter from the County indicating that their previous review of the project at the County Planning Board's April 29, 2008 meeting is adequate since the new submission does not contain any changes to the project.

cc: Planning Board Members  
City Council Members  
Robert J. Slye, City Attorney  
Justin Wood, P.E., Civil Engineer II  
Ryan Churchill, GYMO, P.C.



# MEMORANDUM

## City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

TO: City of Watertown Property Owners

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Special Use Permit Application – 918 Mill Street, Parcels Number 3-14-101.100, 3-14-101.200, 3-14-105.100 and 3-14-105.200.

DATE: February 24, 2010

This is to notify you of a pending application before the City of Watertown Planning Board for a Special Use Permit to allow the construction of 200 multifamily residential units on property located 918 Mill Street, Parcels Number 3-14-101.100, 3-14-101.200, 3-14-105.100 and 3-14-105.200. You have been sent this notice because you own property that is within 100 feet of the property for which the request has been made.

The City Planning Board will be reviewing the request, identified as Item # 4 on the enclosed Agenda, at its meeting to be held on March 1, 2011 at 4:00 p.m. in the City Council Chamber of City Hall located at 245 Washington Street, Watertown, NY 13601.

A complete copy of the application can be reviewed in the City Clerk's Office or City Engineer's Office during regular business hours, Monday through Friday, 9:00 a.m. – 5:00 p.m. or on the City's website: [www.watertown-ny.gov](http://www.watertown-ny.gov). If you have any questions, please feel free to contact me at 785-7730.